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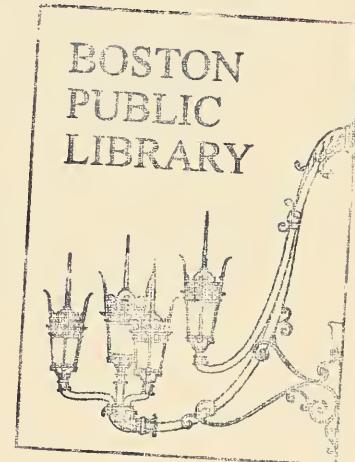
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STATEMENT OF QUALIFICATIONS
ST. BOTOLPH STREET
CONDITION ANALYSIS
FULL DESIGN AND
RESIDENT ENGINEERING

MARCH 25, 1988

Submitted to:

Mr. Paul Reavis
Assistant Director Of Engineering
Boston Redevelopment Authority
One City Hall Plaza
Boston, Massachusetts



Submitted by:



H M M E N G I N E E R S I N C .

336 Baker Avenue • Concord • Massachusetts 01742 • (617) 371-1692



HMM Ref. No. P7047/ENVP/198

March 25, 1988

Mr. Paul Reavis
Assistant Director for Engineering
and Design Services
Boston Redevelopment Authority
One City Hall Plaza
Boston, MA 02201

Reference: St. Botolph Street Condition Analysis, Full Design, and Resident Engineering

Dear Mr. Reavis:

HMM is pleased to submit this statement of qualifications to bring the referenced project to a timely, cost effective and technically sound conclusion.

HMM is completely qualified to address the requirements of this project through experience, senior staff availability and a desire to again meet the professional service needs of the Boston Redevelopment Authority. We are fully aware of the 25-year history of BRA redevelopment activities in the South End and the standards which must be met on St. Botolph Street. Project Manager Nicholas Rubino was Project Engineer for the recent Tremont/Columbus Reconstruction project in the South End, and Project Engineer/Manager for the reconstruction of a ½ mile section of Huntington Avenue. Mitchell Fischman, who was formerly Deputy Assistant Director for Development and Urban Design at the BRA, and is familiar with the project area, will serve in the important area of Agency Coordination.

HMM Engineers, Inc. is colocated and associated with HMM Associates, Inc. HMM Engineers was formed from staff at HMM Associates to provide civil engineering, landscape architecture, and field survey services. HMM Associates was formed in 1978 and provides multidisciplinary environmental engineering and planning services. Together, HMM has grown to over 110 professionals and support personnel. Our staff offers special expertise in:

- Civil Engineering and Field Survey
- Landscape Architecture and Land Planning ✓
- Environmental Impact Analysis and Permitting
- Traffic Engineering and Planning
- Wetlands Mapping and Evaluation
- Water Quality Monitoring
- Wildlife Habitat Analysis and Management
- Air Quality Monitoring and Modeling
- Hazardous Waste Assessment and Modeling
- Noise Abatement

For this project, HMM has selected Lin Associates, Inc. of Boston and Chandra Associates of Newton to address structural engineering and lighting elements, respectively. Both Lin and Chandra are SOMBA Certified, well established and have served major clients in Greater Boston. Principals of the firms, Chan Lin and Rama Chandra, both have more than 20 years of local professional experience.

The designated HMM team for the St. Botolph Street improvements has recent background in urban roadway improvements projects in Boston, Lynn, and Ludlow, Massachusetts.

We look forward to working with you on this important project.

If you require further information, please contact me.

Very truly yours,



Peter J. Frascino, P.E.
Vice President

PJF/c



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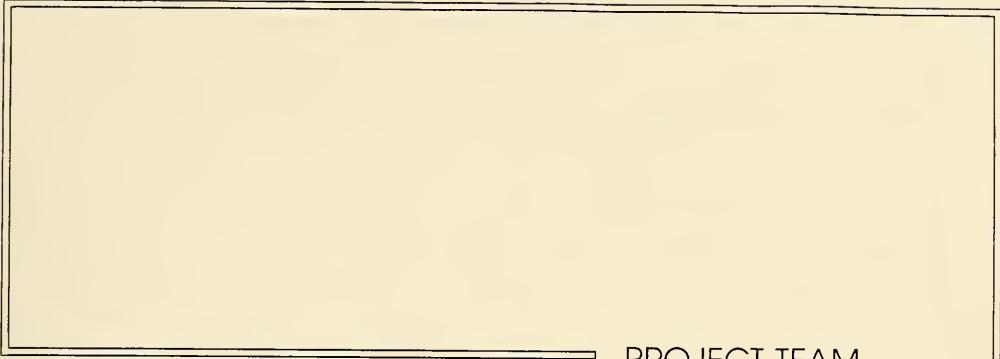
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PROJECT TEAM



PROJECT TEAM

HMM functions under the project team concept. The team is assembled based on the requirements of each specific project from our multidisciplined in-house 110-person staff and using subconsultants where appropriate to augment HMM's skills.

Each major project is assigned an Associate-in-Charge. This person, usually the head of an operating division, provides senior technical oversight for the project and assures the commitment of any necessary technical personnel to meet all project requirements. The Associate-in-Charge also may assist the Project Manager on administrative and financial aspects of the project when appropriate.

For this project, HMM has designated T. Andre Bover, P.E., as Associate-in-Charge. He is responsible for HMM's Civil Engineering and Field Survey Services and has had more than 15 years of experience in a wide variety of engineering projects. For a period of seven years, Mr. Bover served as a Project/Resident Engineer for the New Hampshire Department of Public Works.

Nicholas Rubino, P.E., will be the Project Manager for the St. Botolph Street improvements. As Project Manager, he will be the day-to-day contact between HMM and the Authority, and have responsibility for technical, scheduling, and financial aspects of the project. Mr. Rubino was Project Engineer on the \$15,000,000 Tremont/Columbus Roadway Reconstruction project in the South End of Boston, as well as the Huntington Avenue Reconstruction in Boston.

HMM Minority Subconsultants, Lin Associates and Chandra Associates, have long been recognized for the quality of their work in the greater Boston engineering community. Lin has had experience in virtually all aspects of structural engineering since its founding in 1978, and Chandra has completed street lighting projects in Springfield and North Adams, Massachusetts, as well as at the Reading MBTA Station.

The HMM team is available immediately to work on the St. Botolph Street project and will bring its experience working for the BRA, MDPW, Massport and other public clients throughout Massachusetts.

HMM has complete field survey capability and a totally electronic interactive AutoCAD system to help assure design timeliness and quality.

Our project team organization is shown in Figure 1. Resumes of team members follow.

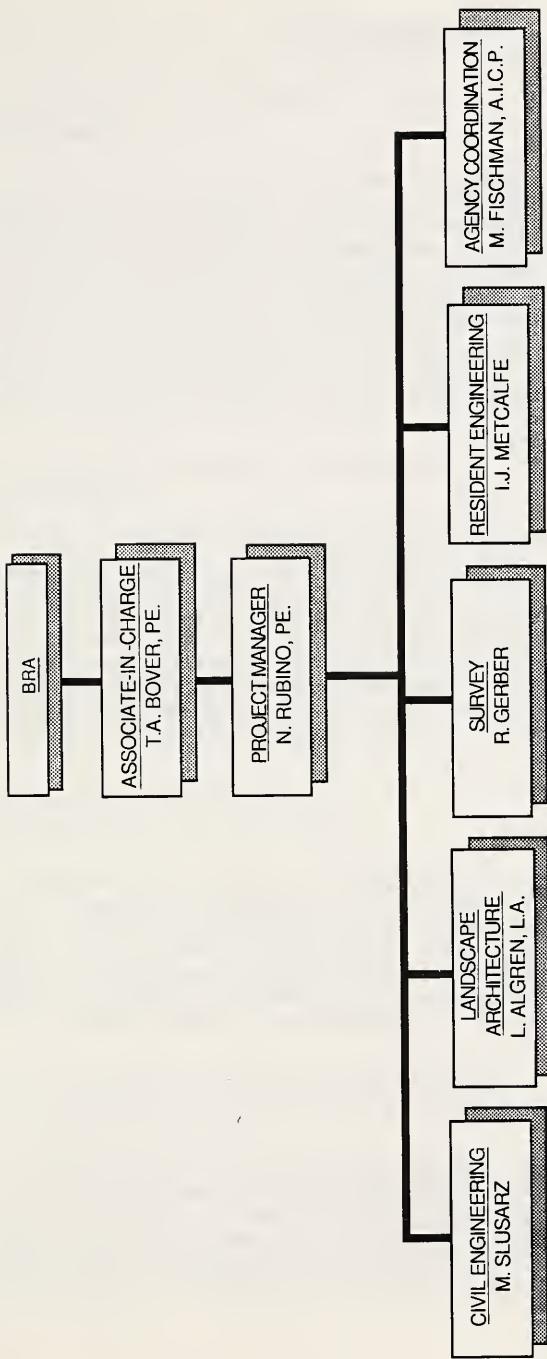


FIGURE 1
PROPOSED PROJECT TEAM
KEY PERSONNEL

RESUME BRIEFS

T. ANDRE BOVER, P.E., ASSOCIATE-IN-CHARGE B.S., Civil Engineering

Mr. Bover is an Associate of HMM Engineers, Inc. and is Director of Civil Engineering Design Services. Mr. Bover has served as Project Manager for a wide variety of civil engineering projects including: industrial park development; residential development, urban systems, traffic safety improvements; sewer, water, and drainage system improvements; recreational site development and waterfront facilities. Throughout his career, Mr. Bover has directed civil engineering projects with cost in excess of \$180 million. Through this expertise, Mr. Bover has gained an understanding of the regulatory and public process and the construction and design issues necessary to successfully complete a project and fulfill the needs of his clients. He has managed roadway reconstruction projects in Ludlow, Chicopee, Hingham and Auburn.

NICHOLAS RUBINO, P.E., PROJECT MANAGER B.S., Civil Engineering

Mr. Rubino is the Assistant Director of Civil Engineering Design Services at HMM. He is a registered professional engineer in Massachusetts, New Hampshire and Rhode Island. Mr. Rubino has served as Project Manager/Project Engineer for numerous civil and structural transportation projects for the Massachusetts Department of Public Works, the MBTA, private developers, and cities and towns throughout the Commonwealth. Through this experience, he has gained a thorough understanding of the various review agency requirements/standards and the design techniques, coordination and scheduling required to successfully complete any assignment. Major roadway reconstruction projects include Tremont/Columbus and Huntington Avenue, both in Boston.

MARK SLUSARZ - CIVIL ENGINEERING B.S., Civil Engineering

Mr. Slusarz is a Senior Professional at HMM Engineers, Inc. Mr. Slusarz has served as Project Manager/Project Engineer on a number of projects for clients both in the public and private sector. The services he has provided include: highway design, hydrology studies, site development, and bridge design. Through this experience, Mr. Slusarz has gained the understanding to fulfill the clients needs, the agency requirements and design techniques required to successfully complete an assignment. Roadway design experience includes Route 57 in Agawam and Southwick, and Pond and Eliot Streets in Ashland.

LORAYNE C. ALGREN - LANDSCAPE ARCHITECTURE B.S. Environmental Design, M.L.A.

Ms. Algren is in charge of all landscape architectural services and assists other staff members with land planning and site design projects. She has been responsible for conceptual, schematic, and detail design, preparation of contract documents, project management, client coordination and presentation graphics. Ms. Algren has had experience in a broad range of projects including commercial and housing developments, park master plans, town planning and residential design. Projects include: preliminary

site design and planting plan for a 51,000 square foot office building in Concord, Massachusetts; site design for a 120,000 square foot office building in Canton, Massachusetts; and site plan and planting design, including wetlands protection measures, for retail development in Canton, Massachusetts.

RONALD S. GERBER - SURVEY
A.S., Surveying and Transportation Engineering

Mr. Gerber is the coordinator of survey services at HMM Engineers, Inc. He has a Surveyor-in-Training Certificate in Massachusetts and his registration as a Land Surveyor is pending. Mr. Gerber has served as Project Manager and Party Chief for numerous property line, topographical and layout surveys, as well as Project Engineer for several civil, urban renewal and transportation projects for state, municipal and private agencies. Through his experience, he has gained a thorough understanding of survey standards and methods, legal requirements, research and design techniques. Mr. Gerber was involved for many years in the Boston South End Urban Renewal Project for the BRA. His urban redevelopment experience consists of full depth reconstruction of inner city roadways, sidewalks, pedestrian plazas, parks and playgrounds, and utilities. He was responsible for field survey and base plan preparation, sidewalk material design, handicapped requirements, pedestrian plaza designs, future tree types and locations, existing utility mapping and future utility layout, special details, street lighting, pavement markings, signing, public hearings, right-to-entry permits and code compliance. Construction inspection experience includes street construction, sewer, drain and water main installations.

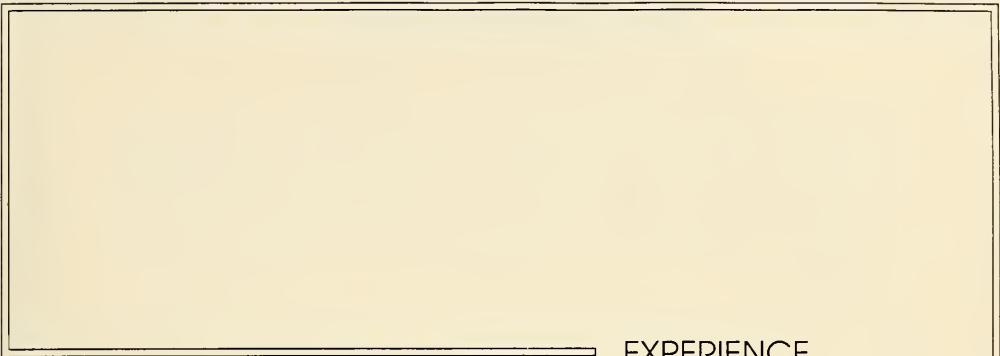
IRWIN J. METCALFE, JR. - RESIDENT ENGINEERING
B.S., Civil Engineering

Mr. Metcalfe has been responsible for construction inspection and site layout. He is the Chief of Party on surveying assignments. His field experience in control, boundary and topographic surveys qualifies him in all aspects of land surveying. Mr. Metcalfe has been responsible for research and collection of survey data, preparation of field information for integration into COGO/AutoCAD systems, periodic field inspections of construction sites and progress reports.

MITCHELL L. FISCHMAN, A.I.C.P. - AGENCY COORDINATION
B.A., Political Science
M.U.R.P., Master of Urban Regional Planning
M.B.A., Finance and Real Estate Concentration

Mr. Fischman has over 19 years of diversified real estate development, planning and project management experience in both the private and public sectors. Currently, he is Project Manager for several environmental and planning-related projects including the EIR for Massport's East Boston Piers lobster terminal and park project and the Lafayette Place Draft Project Impact Report. Mr. Fischman was formerly with the Boston Redevelopment Authority where he was Deputy Assistant Director for Development and Urban Design. While with the BRA, he was Project Manager for 500 Boylston Street, responsible for coordinating project schedule, disposition of the St. James Avenue Garage parcel, approval of public improvements plan, and for the eleven-member community based Civic Advisory Committee. He was Project Manager for several other major Boston projects. Mr. Fischman worked closely with the St. Botolph Citizens Committee

as a part of his planning and community review experience in the Back Bay, and understands the traffic, streetscape and neighborhood problems of this community. He was also instrumental in developing the Back Bay and BRA's streetscape guidelines for Boylston Street. He has worked with the city's Public Works Department and the Public Improvement Commission, with Peter Scarpignato and Gordon Baines. While at the BRA, he had a close working relationship with Paul Reavis, David Carlson and Richard Hong.



EXPERIENCE



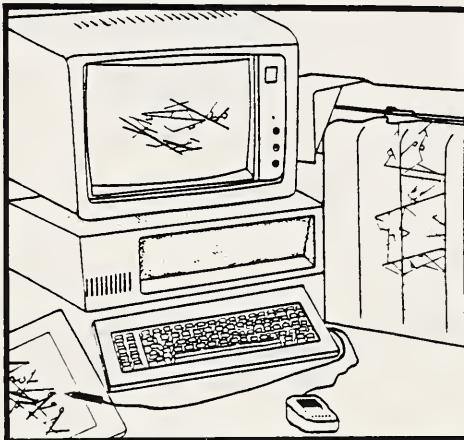
HMM SERVICES IN

CIVIL ENGINEERING

HMM provides design and technical consulting services for projects in both the private and public sectors. Our professional and support staff are qualified to address all aspects of the design and development process; from the land survey and site analysis to the final construction phase of the project. Our staff has expertise in landscape architecture, environmental analysis, permitting, civil and structural engineering and traffic engineering. This collaboration of diversified experience results in a finished product, which satisfies the client's needs, is designed with aesthetic and environmental sensitivity, and is completed in a timely manner.

HMM HAS EXPERTISE IN THE FOLLOWING AREAS:

- ROADWAYS
- SITE DEVELOPMENT
- UTILITIES
- WETLANDS
- LANDSCAPE ARCHITECTURE
- TRAFFIC CONTROL
- WATERFRONT FACILITIES



REPRESENTATIVE PROJECTS:

- ACORN PARK ROADWAY IMPROVEMENTS TO ROUTE 2A
- WOONSOCKET DRAINAGE STUDY
- LYNN TRAFFIC SIGNAL UPGRADE AT 26 LOCATIONS
- NEWTON-WELLESLEY HOSPITAL ROADWAYS AND PARKING LOTS
- LANCASTER, MA. RESIDENTIAL SITE DEVELOPMENT
- NORTHEASTERN BOAT HOUSE PIER AND FLOATING DOCKS
- LYNN DOCKING AND COMMUTER BOAT FACILITY



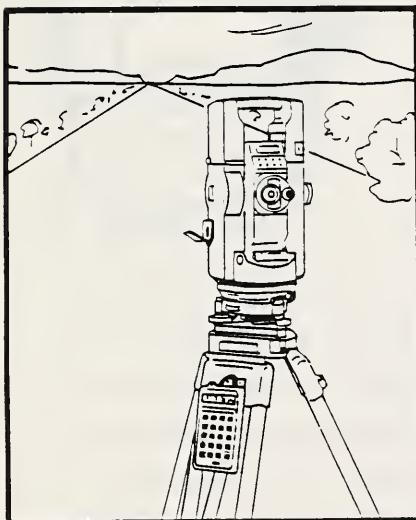
HMM ENGINEERS INC.

SURVEY SERVICES

As part of HMM's "Full Service Capabilities", we provide field survey services to private municipal and state agencies for a wide variety of needs. These services are performed using electronic field equipment, computer aided data reduction and electronic plotting. These methods produce computer accurate products within a timely schedule. In association with HMM's civil engineering and site design services, existing conditions may be integrated with design efforts to provide construction drawings or other documents as may be required to complete a project.

SURVEY SERVICES MAY BE RENDERED FOR:

- PROPERTY LINE SURVEYS
- LANDCOURT PLANS
- TOPOGRAPHIC SURVEYS
- SUBDIVISION PLANS
- GROUND CONTROL FOR AERIAL SURVEY
- ROADWAY SURVEYS
- CONSTRUCTION LAYOUT



SURVEY SERVICES ARE PROVIDED FOR PUBLIC & PRIVATE PROJECTS INCLUDING:

- TRANSPORTATION
- INTERSECTION IMPROVEMENTS
- ROADWAY AND SIDEWALK CONSTRUCTION
- HOUSING
- INDUSTRIAL PARKS
- COMMERCIAL/OFFICE DEVELOPMENTS

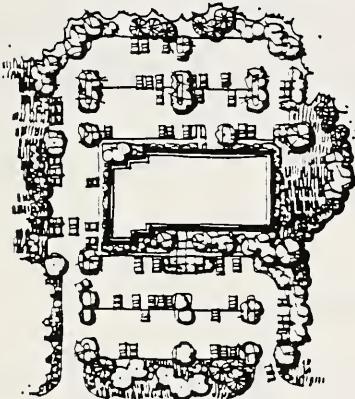


HMM ENGINEERS INC.

HMM SERVICES IN

LANDSCAPE ARCHITECTURE & LAND PLANNING

HMM Associates, Inc., provides design and technical consulting services for projects in both the private and public sectors. Our professional and support staff are qualified to address all aspects of the design and development process; from the land survey and site analysis to the final construction phase of the project. Our staff has expertise in landscape architecture, environmental analysis, permitting, civil engineering and traffic engineering. This collaboration of diversified experience results in a finished product, which satisfies the client's needs, is designed with aesthetic and environmental sensitivity, and is completed in a timely manner.



SERVICES MAY BE PROVIDED FOR:

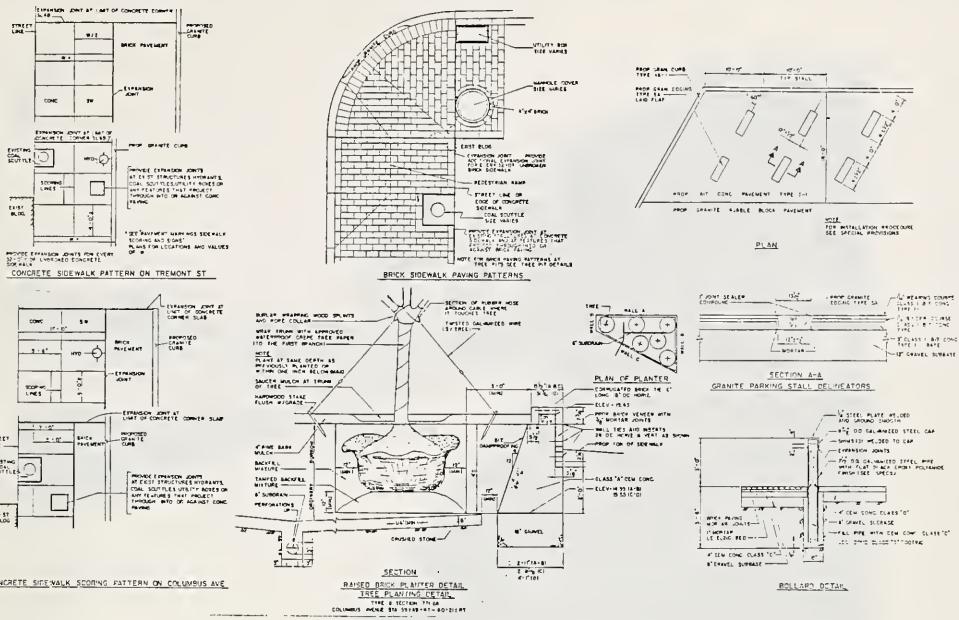
- PARKS AND RECREATIONAL FACILITIES
- HOUSING
- COMMERCIAL AND OFFICE DEVELOPMENTS
- INDUSTRIAL PARKS
- STREETSCAPE DESIGN
- PRIVATE RESIDENTIAL DESIGN

REPRESENTATIVE PROJECTS :

- RESIDENTIAL TOWNHOUSE DEVELOPMENT IN LANCASTER, MA.
- WETLANDS REPLICATION AND PLANNING DESIGN IN CAMBRIDGE, MA.
- OFFICE BUILDING SITE DEVELOPMENT IN CONCORD, MA.
- VARIOUS RESIDENTIAL DEVELOPMENT PLANS IN HUBBARDSTON, MA.
- RESIDENTIAL AND COMMERCIAL MASTER PLAN DEVELOPMENT IN VERMONT
- OFFICE BUILDING SITE DESIGN IN CANTON, MA.



HMM ENGINEERS INC.



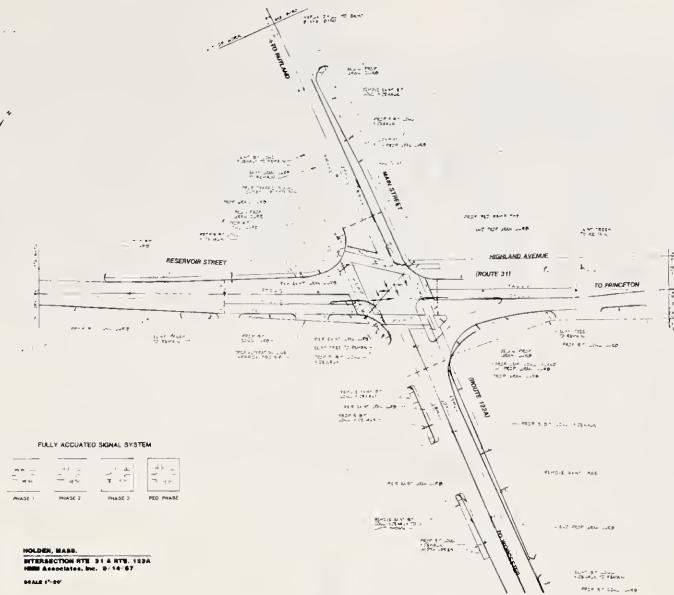
STREETSCAPES

The above details were developed for the reconstruction of Columbus Avenue and Tremont Street in the Historic South End section of Boston, Massachusetts. This project was designed in accordance with the Boston Redevelopment Authority and Massachusetts Department of Public Works standards. The construction was funded by the MDPW and the Federal Highway Administration through the Urban Systems program. Streetscape improvements included various sidewalk pavements, landscaping, street furniture, planters, granite cobbles for roadway and parking areas, bollards, tree grates and sidewalk scoring patterns. The completion of this project enhanced the Victorian nature of this area. Nicholas G. Rubino, Assistant Director of Civil Engineering Design Services for HMM, was project engineer for this project while at C. E. Maguire.



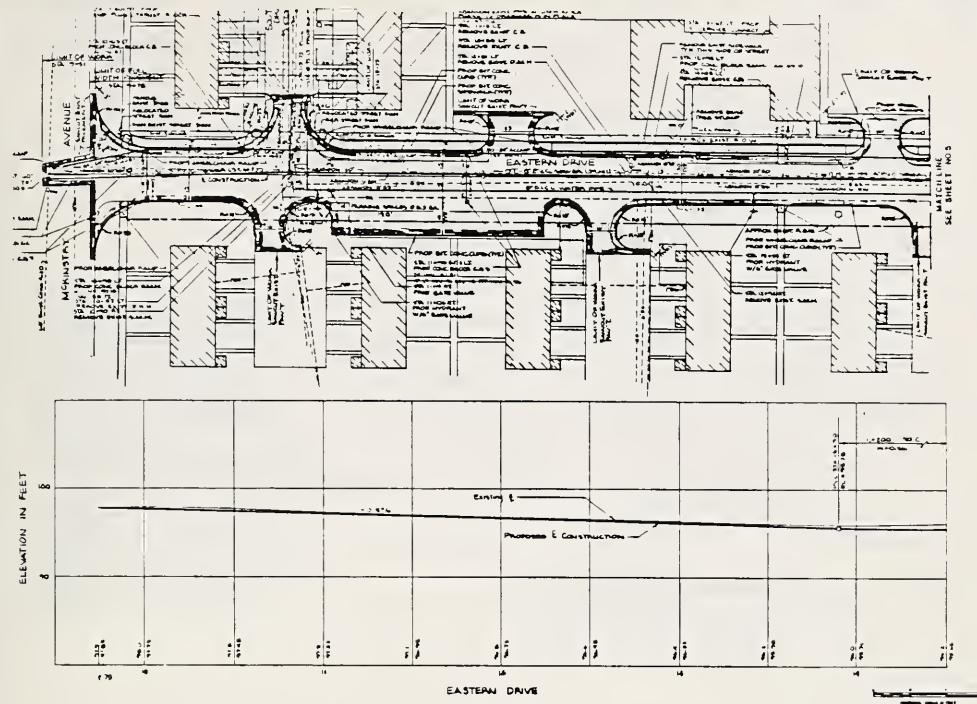
URBAN ROADWAY DESIGN

The above photo shows the reconstructed East Street area in the Town of Ludlow, Massachusetts. This project was designed in accordance with and the construction was funded by the Massachusetts Department of Public Works and the Federal Highway Administration under the Urban Systems Program. Improvements were designed for over two miles of urban arterial roadway and included traffic safety improvements to seven major intersections and signalization of three intersections. Other improvements included sidewalk construction, curbing and alignment improvements, landscaping and drainage improvements. The successful completion of this project not only improved traffic safety but enhanced both the abutting business and residential neighborhoods. T. Andre Bover, Director of Civil Engineering Design Services for HMM, was project engineer/manager for this project while at Hayden-Wegman.



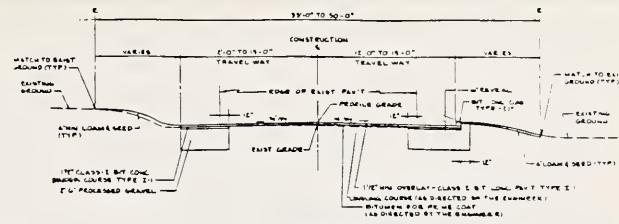
HOLDEN 122A/31

The above construction plan was developed for the Scola Development Group by HMM. The project consisted of safety improvements to the intersection of Routes 122A and 31 in Holden, Massachusetts. Construction was funded by the Massachusetts Department of Public Works. Improvements to Route 122A consisted of roadway widening and overlay for turning lanes. Improvements to Route 31 consisted of approximately 1000' of full depth roadway reconstruction. HMM designed the necessary horizontal and vertical geometry, construction details, traffic signals, foundations, pavement markings, storm drainage, utility adjustments and traffic signal permit in accordance with the Massachusetts Department of Public Works. HMM coordinated the review and permit process with the MDPW and was available during construction for periodic inspection.



ROADWAY RECONSTRUCTION

The above plan was developed for the Chicomansett Village Roadway Reconstruction Project. The project was developed under the Housing and Urban Development Grant Program for the City of Chicopee. The design program included new water and sewer utilities, parking areas, curb, sidewalks, signing, landscaping and new pavements. Engineering services included survey, planning, design and construction administration. T. Andre Bover, Director of Civil Engineering Design Services for HMM, was project manager for this project while at Hayden-Wegman.



GENERAL NOTES

1. ELEVATIONS, SPACING OF HYDRANT SPACES AT INTERSECTIONS ON
CROOKED STREET AND OXFORD FIELD ARE ALSO STATED.

2. UTILITIES SHOULD BE EXCAVATED AS SOON AS POSSIBLE.
UTILITY CONTRACTORS SHOULD BE NOTIFIED BY THE OWNER COOPERATE
WITH THE UTILITY COMPANIES TO ACCOMPLISH THIS WORK.

3. THE CONTRACTOR SHALL SCHEDULE HIS WORK SO THAT
HE CAN ACCOMPLISH THE EXCAVATION OF UTILITIES
UNLESS OTHERWISE DIRECTED BY THE OWNER.

4. THE LOCATION OF EXISTING UTILITIES AND APPROXIMATE LENGTH
OF EXCAVATION FOR THE EXCAVATION OF UTILITIES
IS NOT KNOWN, THE CONTRACTOR SHALL EXCAVATE
TO A DEPTH OF 3 FEET AND LOCATE THE EXISTING UTILITIES.
THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES
DURING CONSTRUCTION. IN THE CASE OF DAMAGE, REPAIR
THE DAMAGE AND REINSTATE THE EXISTING UTILITIES
AT THE CONTRACTOR'S EXPENSE.

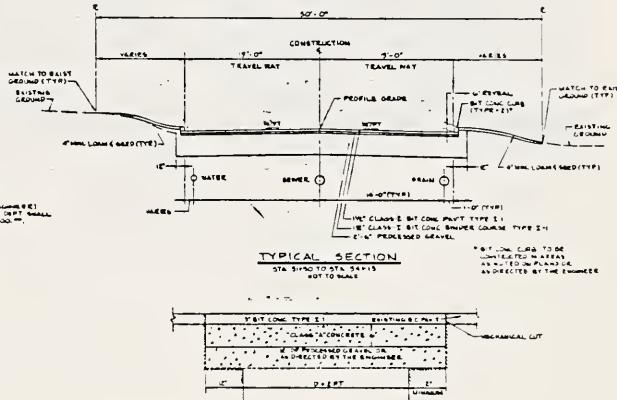
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR GUARDED ALL
EXISTING WATER MAINS AND EXCAVATION OF THE PIPES
DESIGNATED EXISTING WATER MAINS AS DIRECTED BY THE OWNER.
THE CONTRACTOR IS RESPONSIBLE FOR THE REPAIR AND RE-
LAYS OF ALL TAPS AND THE RE-INSTALLATION OF A REINFORCABLE PIPE
IF THE EXISTING PIPE IS DESTROYED.

6. THE CONTRACTOR SHALL PURCHASE AND PROTECTIVE AND ON
THE PROPERTY OF THE OWNER AND THE CONTRACTOR MUST PROTECT
THE PROPERTY IN ALL WORK AREAS.

7. ALL CONSTRUCTION AND EQUIPMENT OPERATIONS SHALL BE
CONDUCTED IN A MANNER WHICH WILL NOT DAMAGE EXISTING
UNLESS NOTED OTHERWISE.

8. EXISTING WATER LINES IN THE PLOTS
AND WITHIN THE LIMITS OF THE WORK AREA TO BE DEMOLISHED
SHALL BE EXCAVATED AND REMOVED.

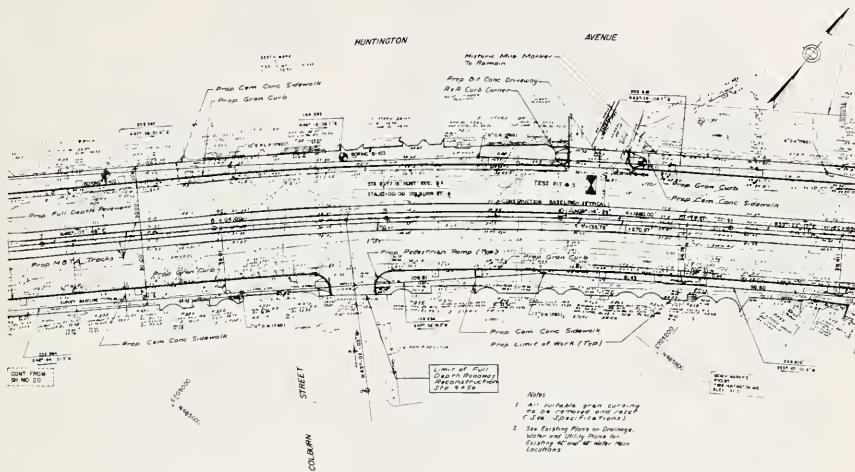
9. SECURELY CUT OUT EXISTING STONEWORK CONCRETE
PAVEMENTS AT LIMITS OF PROPOSED ALMENENT
MARKS, SETTING DRAWS AND MOUNDWALLS AT LIMITS
OF PROPOSED ALMENENT MARKS.



ROADWAY RECONSTRUCTION

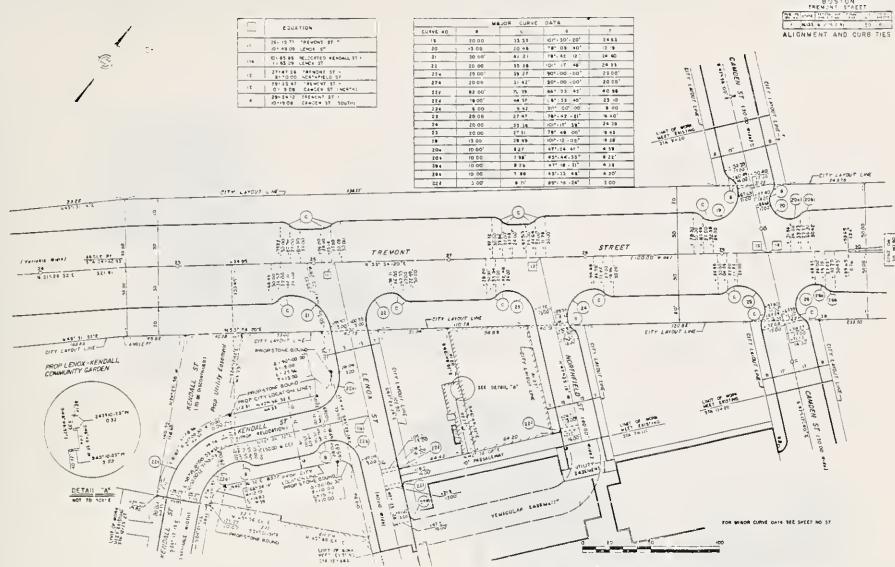
The above details were developed for the Chicomansett Village Roadway Reconstruction Project. The project was developed under the Housing and Urban Development Grant Program for the City of Chicopee. The design program included new water and sewer utilities, parking areas, curb, sidewalks, signing, landscaping and new pavements. Engineering services included survey, planning, design and construction administration. T. Andre Bover, Director of Civil Engineering Design Services for HMM, was project manager for this project while at Hayden-Wegman.





ROADWAY RECONSTRUCTION

The above plan was developed for the Reconstruction of Huntington Avenue in Boston, Massachusetts. This project was designed in accordance with the Massachusetts Bay Transportation Authority and Massachusetts Department of Public Works standards. The construction was funded by the MDPW and the Federal Highway Administration under the Urban Systems Program. The project consisted of full depth sidewalk, roadway and trolley track reconstruction for a 1/2 mile section of roadway. Other improvements included a new 48" storm drain, utility improvements, traffic signal upgrading, street lighting, landscaping and pavement markings. The successful completion of this project will improve traffic and trolley flow through this area while enhancing safety to residents and neighborhood businesses. Nicholas G. Rubino, Assistant Director of Civil Engineering Design Services for HMM, was project engineer/manager for this project while at Storch Associates.



ROADWAY RECONSTRUCTION

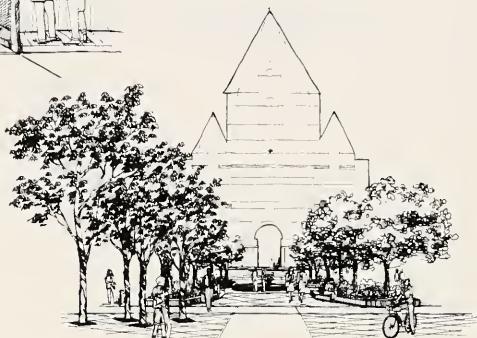
The above plan was developed for the Reconstruction of Tremont Street and Columbus Avenue in the Historic South End section of Boston, Massachusetts. This project was designed in accordance with the Boston Redevelopment Authority and Massachusetts Department of Public Works standards. The construction was funded by the MDPW and the Federal Highway Administration under the Urban Systems Program. The project consisted of full depth sidewalk and roadway reconstruction for a total of 3 miles of roadway. Other improvements included storm drain improvements, utility improvements, traffic signal upgrading, street lighting, landscaping, street furniture and pavement markings. The successful completion of this project has improved traffic flow through this area while enhancing safety to residents and neighborhood businesses. Nicholas G. Rubino, Assistant Director of Civil Engineering Design Services for HMM, was project engineer for this project while at C. E. Maguire.



HMM ENGINEERS INC.



Food Pavilion



Fountain Plaza

* COPLEY SQUARE *

Boston, Massachusetts

L.C. Algren

Fall 1984

PLAZA DESIGN

The above master plan was developed by Lorayne Algren as a design project for a graduate studio in Landscape Architecture. The project, based on the Copley Square Competition, was to redesign the Square incorporating the following features:

- Vendor Areas
- Farmer Market
- Food Pavilion
- Performance Area
- Seating and Plantings

Circulation patterns, views of the adjacent significant buildings, and the existing plaza features were all items of consideration during design.



HMM ENGINEERS INC.

REFERENCES

REFERENCES

Since its establishment in 1978, HMM has provided continuous professional services on a wide variety of projects. Enclosed herein are descriptions of typical transportation and civil/site engineering assignments. In addition to these projects, project team members have extensive personal experience similar to the proposed assignment. Some of these assignments are represented in this section.

The best testimonial to HMM's qualifications and level of service offered by our staff is through our past and current clients. We urge you to contact the following references who will comment on the quality of service which we offer.

Ms. Nancy Stack
DCPO
727-4050

Mr. John R. Leigh
Boston Redevelopment Authority
742-2282

Mr. David Vickery
RVM&G
492-0057

Ms. Lee Newman
Town of Sudbury
443-8891

Mr. William Barbato
Boston Redevelopment Authority
727-4300

Mr. Robert Giers
Boston Public Works Dept.
725-4966

Mr. Kevin R. Geaney
City of Lynn
598-4000

Ms. Nadia Beiser
Planned Development Resources
754-4088

Mr. John F. Tavares
City of Lowell
454-8821, ext. 308

Mr. Peter Kutrubes
Mass. Dept. of Public Works
973-7390

Mr. John Sullivan, Jr.
Boston Water & Sewer Commission
330-9400

Mr. Joseph Banks
City of Boston Street Lighting
Engineer
482-5300

AFFIRMATIVE ACTION



HMM ASSOCIATES, INC.

AFFIRMATIVE ACTION
AND
EQUAL EMPLOYMENT OPPORTUNITY POLICY

POLICY STATEMENT

It is, and will continue to be, the policy of HMM Associates, Inc. to provide equal employment opportunity to all qualified persons without regard to their race, color, religion, age, sex, national origin, marital status, sexual orientation, handicap, or because he or she is a disabled veteran or veteran of the Vietnam era.

Equal opportunity and equal consideration will be afforded to all applicants and employees in personnel actions which include recruiting and hiring, selection for training, promotion, fixing rates of pay or other compensation, benefits, transfer and layoff, or termination. It is our intention, in the implementation of this policy, to provide full employment opportunities for qualified members of minority groups, women, those with handicaps, disabled veterans or veterans of the Vietnam era, and to provide opportunities at all job levels through counseling and recruiting actions.

Furthermore, it is our policy to implement an affirmative action program directed at seeking qualified personnel from minority groups, women's groups, organizations of and for handicapped persons, and organizations of and for disabled veterans and veterans of the Vietnam era, for employment with the firm and to provide encouragement and direction to our staff to advance to a level consistent with each individual's capabilities.

HMM considers the attainment of equal employment and advancement opportunity for all as a major corporate objective and expects the active and effective support of every employee. HMM annually designates an Equal Employment Opportunity Compliance Officer and an EEO Coordinator to implement this policy.

AFFIRMATIVE ACTION PROGRAM STATEMENT

HMM Associates' equal employment opportunity policy and affirmative action program for women and minorities is disseminated to all relevant audiences in the following manner.

Internally, HMM includes this policy and program statement in the employee guide and posts a similar policy statement from the chief executive officer on the firm's bulletin board. In addition, meetings are conducted with executive, management, supervisory personnel, and all other employees, to explain the intent of the policy and individual responsibility for effective implementation, making clear the chief executive officer's active support for the program.

Externally, HMM's policy is disseminated in the manner listed below:

- 1) Inform all recruiting sources verbally and in writing of the firm's policy, requesting that these sources actively recruit and refer minorities and women for all positions listed. This is to be done annually.

- 2) Incorporate the EEO clause in all purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended, and its implementing regulations.
- 3) Notify certain minority and women's organizations, community agencies, community leaders, secondary schools and colleges of the firm's policy. This is to be done annually.
- 4) Communicate to prospective employees existence of the firm's affirmative action program and make available such elements of the program that will enable applicants to know of and avail themselves of its benefits.
- 5) The following minority media will be used as advertising sources for hiring opportunities: Sing Tao (Chinese newspaper), El Mundo (Spanish newspaper), and the Bay State Banner (Black newspaper) and other appropriate minority media as the Company deems pertinent to its AAP.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

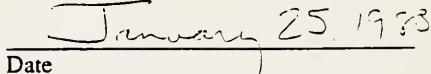
It is the policy of HMM Associates, Inc. in compliance with Executive Order 11246 and 11375, the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, and various local and State Executive Orders to:

- a) Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, age, sex, national origin, marital status, sexual orientation, handicap, or because he or she is a disabled veteran or veteran of the Vietnam era.
- b) Base decisions on employment so as to further the principle of equal employment opportunity.
- c) Ensure that all personnel actions, such as compensation, benefits, transfer, layoffs, return from layoff, company sponsored training, education, tuition assistance, social and recreational programs, will be administered without regard to race, color, religion, age, sex, national origin, marital status, sexual orientation, handicap, or because he or she is a disabled veteran or veteran of the Vietnam era.

Mr. Michael E. Kenealy, Vice President, is the firm's Equal Employment Opportunity Compliance Officer and the Personnel Manager is the firm's EEO Coordinator. Any willful or deliberate violation by any employee of HMM Associates, Inc.'s Equal Employment Opportunity Policy, will be cause for appropriate disciplinary action.



Robert J. Merlino
President



January 25, 1983

Date

HMM EMPLOYEE PROFILE

Management

Women	5
Minorities	0

Senior Professional Staff

Women	4
Minorities	2

Professional Staff

Women	12
Minorities	1

*AB
72*

Support Staff

Women	18
Minorities	0

TOTAL EMPLOYEES AS OF 110
FEBRUARY 1988

